



Unemployment Insurance Certification Information

Holiday Pay A holiday is a day of public commemoration or celebration during which you perform no services to your employer. A holiday is not limited to official legal holidays.

Holiday Pay Amount You must enter the gross amount of holiday pay you received in the space for the week in which the holiday occurred.

- Example: If you were paid \$50.00 holiday pay for New Year's Day, 01/01/2008 and received the payment 01/11/2008, you would enter the '50.00' in the space for 'Sun. 12/30 – Sat. 01/05' even though the payment was in the week of 'Sun. 01/06 – 01/12', because the holiday date is in the first week.

Did You Work? Any services you perform for wages, tips, or other forms of payment are considered work.

Gross Wage Amount Gross wages are your earnings before any deductions (such as taxes) have been taken out. If you worked during the week(s) listed on the certification form, **you must report your gross earnings for the period you worked, regardless of actual payment date, including part-time wages.** All earnings must be reported including earnings from part-time work. Enter the wage amount in the space for the correct week.

Dependency Change A dependent is generally either a non-working spouse or a child under the age of 18. You may claim either a dependent spouse or a dependent child on your Unemployment Insurance claim, not both.

If you will be claiming your non-working spouse as a dependent, you will need to provide his/her social security number when you are contacted. You should report any change in your spouse's employment.

If a child is to be added as a dependent, you will need to provide your child's full name when you are contacted. Also, you must notify your Local Office when your dependent child reaches the age of 18.

Were You Able and Available for Work? In order to qualify for Unemployment Insurance benefits, there should be no barriers that prevent you from performing a job for which you are qualified.

- Example of unable to work: a person who is in the hospital.
- Example of unavailable for work: a person who out of town on vacation.

Number of days you were unable and/or unavailable for work If you were unable to or unavailable for work on your normal work day(s) during the certification period, select from the dropdown box the total number of days for each week.

- Example: If you were in the hospital for three work days in the week of 01/27/2008 through 02/02/2008 (unable to work) and were visiting relatives in Iowa for four work days the week of 02/03/2008 through 02/09/2008 (unavailable for work.), you make the following selections:
 - Sun. 01/27 – Sat. 02/02: select 3 from the dropdown menu.
 - Sun. 02/03 – Sat. 02/09: select 4 from the dropdown menu.

Actively Seeking Work You must make an effort that is reasonably calculated to return you to the labor force. Reasonableness includes your abilities, training and experience, the employment opportunities in the area, how long you have been unemployed, and the nature and number of work search efforts you make in light of the customary means of obtaining work in the occupation.

You should answer 'Yes' to 'Did you actively look for work?' if, for the week(s) covered by this certification you made an active search for work, or you were on temporary layoff of ten weeks or less with a definite return to work date, or you are a member in good standing of a union, approved by this Agency, which requires you to obtain all your work through its hiring hall. If your union is not approved, you must look for work on your own.

You must maintain your work search information on the form provided by IDES on a weekly basis. There is a link to the Work Search Form on the 'Certification Statement' screen, which will display when you finish answering the questions on the 'Complete Certification' screen and click 'Continue'.

You will be required to produce your work search upon request. Failure to do so may result in denial of benefits. (See 56 Illinois Administrative Code Parts 2720 and 2865 for active search for work requirements).